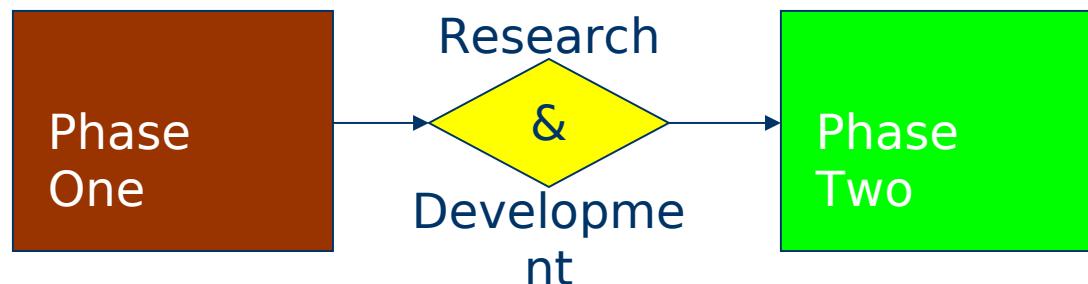


# **How To Use PowerPoint**

## **A Brief Introduction to Commonly Used Features**

# Advanced AutoShapes

- By selecting several AutoShapes and right-clicking, you can group them together.



# Embedding Video

- To Play a Video in Your Slide Show, go to “Insert” and Place your Mouse Over “Movies and Sounds” then Select “Movie From File”

